

Adjutant General's Department

4/3/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Planner II – 911 Liaison Directorate of Information Management https://www.da.ks.gov/ps/pub/reginfo.asp?id=174251	DOIM Topeka	April 17, 2013
Topeka	1,2,3	Unclassified Full-time	Engineering Technician Senior 190th ANG Civil Engineering https://www.da.ks.gov/ps/pub/reginfo.asp?id=174196	Forbes ANG Topeka	April 30, 2013
Topeka	1,2,3	Unclassified Full-time	Environmental Scientist III KS Division of Emergency Management https://www.da.ks.gov/ps/pub/reginfo.asp?id=174197	KDEM Topeka	April 11, 2013
Topeka	1,2,3	Unclassified Part-time (999 Hours)	Resource Protection Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=172985	JFHQ Complex Security	Open Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Planner II – 911 Liaison **Directorate of Information Management – Topeka,** **The Adjutant Generals Department**

Requisition # 174251 – Closes April 17, 2013 – Full time, unclassified with benefits, state position, \$24.48 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. Employee is subject to duty call at any time day or night. All application must be received by the closing date of 4/17/2013.

Job Description: Develop and maintain an inventory of 911 equipment, software, networks, and other 911 capabilities and components for each Public Safety Answering Point (PSAP) in Kansas, and provide such information to the 911 Coordinating Council. This activity will require the employee to visit PSAPs and identify 911 systems and equipment components for developing the inventory and to interact with telecommunication providers to identify network architectures and services provided. Provide for timely and supportive communications, guidance and broad technical support to PSAPs on behalf of the 911 Coordinating Council. Employee will be responsible for providing direct technical guidance to PSAPs and to communicate PSAP needs and requests to the Council. Employee will travel to PSAP locations to meet local officials and develop information to address local needs for 911 enhancements and will assist PSAPs in planning 911 system enhancements, and in providing guidance for grant applications by PSAPs. Employee will also provide administrative and technical support to the 911 Coordinating council in the conduct of its mission and statutory duties. Provide requested training to PSAPs on technical and network components of the 911 system. Research and

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

disseminate information to the Council and PSAPs on existing and evolving public safety communications system standards relevant to the provision of 911 services.

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent (GED). Qualified applicant must possess the following:

- Extensive knowledge of public safety communications and enhanced 911 systems
- Knowledge of current 911 industry trends in technology architecture, microcomputers, networking and the Internet/Worldwide Web
- Knowledge of current emergency communication technology including, E911, Wireless 911, Phase I and II, primary and secondary public safety answering points, CAS, NCAS, ANI/ALI, CAD, Emergency Medical Dispatch Systems and AVL systems. Working knowledge of FCC regulations.
- Working knowledge of Next Generation 911 Systems
- Demonstrate ability to analyze technology-related issues and develop solutions and recommendations for appropriate action.
- Skilled in project management, including the planning, development, implementation and evaluation of projects
- Knowledge of GIS (911 environment)
- Ability to advise and oversee activities in person and remotely
- Ability to communicate effectively orally and in writing
- Ability to speak in front of large crowds
- Ability to draft technology-related plans, policies, standards and guidelines
- Work effectively with agency leadership, state and local managers and staff, policy boards and other non-government groups

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174251. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

NEW Engineering Technician Senior **190th Air National Guard Civil Engineering, Forbes Field, Topeka, KS**

Requisition # 174196 – Closes April 30, 2013 - Full time, unclassified with benefits, state position, \$19.16 to \$22.16 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 4/30/2013.

Job Description: Functions as the cartography, mapping and drafting specialist for the 190th Air National Guard Refueling Wing's Civil Engineering Section, as well as a technical project reviewer with some project design/management responsibilities. The primary work involves cartography/mapping by managing the section's GIS program, including the creation of GIS data layers and databases, the creation and maintenance of metadata in FGDC and Geobase formats, the utilization of GPS for projects requiring site survey inputs, and the maintenance of existing GIS layers and databases. Also maintains CIP and geobased products. Additionally, the work includes site planning, drafting, inspections, quality assurance and limited project design/management tasks. This involves preparing and/or reviewing difficult tracings; performing detailed inking and plotting; making a variety of computations including independent cost estimates; detailing final plans for preliminary sketches; interpreting notes

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To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

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from survey crews; utilizing CAD, creative line drawing and/or a symmetric drawing from library or symbols; reviewing information to assist in ascertaining correct legal descriptions and ownership records; performing technical reviews and onsite inspections; interacting with Wing requestors of GIS products, staff engineers, A & E firms, vendors and NGB geobase and construction staff; preparing design options for engineers approval; creating final drawings and specs; producing a variety of specialty drawings and maps; and training others in the use of drafting and GIS tools.

Minimum and Preferred Qualifications: Requires a minimum of two years of education and/or experience in an undergraduate engineering, engineering technology, or architecture program including or supplemented by, knowledge of basic professional engineering principles and skill in the application of ESRI, Auto CAD, Arc GIS or closely related software programs; normal color vision; ability to safely work at heights up to 70 feet; lift object weighing 50+ pounds; work in strenuous body positions and in extreme temperatures.

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IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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Required Documents:

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- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

NEW Environmental Scientist III
Kansas Division of Emergency Management – Topeka, KS
The Adjutant Generals Department

Requisition # 174197 – Closes April 11, 2013 - Full time, unclassified with benefits, state position, \$25.68 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 4/11/2013.

Job Description: Performs facility risk assessments and performs risk management for chemical facilities and gathers the information to compile written and visual data to determine a chemical facility's level of chemical processing operational security and response and provide a base from which to develop comprehensive plans. Responsible for the Spill Reporting Program that involves managing the spill database and ensuring spillers are properly reporting. Collects, analyzes and conducts a systematic review of vulnerability data statewide, with respect to local jurisdictions, critical facilities, and transportation pathways. Employee will compile vulnerability and technical data to incorporate into reports and presentations. Provide extensive environmental expertise to support assigned environmental projects through application of professional knowledge and skill in technical environmental practices, processes and techniques. Employee also serves as a Staff Duty officer for technological hazards and natural hazards.

Minimum and Preferred Qualifications: Requires a bachelor's degree in environmental or natural sciences/resources and two years of experience in a field of environmental science or natural science/resources. Prefer a master's degree in environmental or natural sciences/resources. Also prefer education or training in conducting Vulnerability Assessments. Otherwise, employee will be required to take Vulnerability Assessment Training within the first year. Employee will be required to take hazardous materials Technician Level training during the first year on the job. Employee will also need to complete training on federal regulations and programs through a certified training institute.

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To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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Required Documents:

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- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

Resource Protection Officer – 999 Hour Position Joint Forces Headquarters Complex Security, Topeka, KS

Requisition # 172985 – Open until Filled. Position is a temporary 999 hours per year position, unclassified with NO benefits, state position, \$13.61 per hour. Work schedule to be determined.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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